



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
245 MCKEE ROAD
DOVER, DELAWARE 19904

TO: All Offerors

FROM: Craig Fetzer
Purchasing Services Administrator

SUBJECT: Addendum to Professional Services Request for Proposal (RFP)
Contract No. DOC19053-P&P_ASSESS

**ADDENDUM #1 – April 8, 2019
CONSOLIDATED QUESTIONS & ANSWERS**

Referencing RFP Document:

Section: II

Paragraph number: 1

Page number: 3

Text of passage being questioned: "The Provider selected will enter into a contract with the Delaware Department of Correction to provide group-based counseling, substance use disorder assessment, **treatment**, and referral through evidence-based approaches tailored to justice-involved clients under the supervision of Department of Correction Probation & Parole."

Question 1: Does the word treatment bolded above indicate the providing of individual sessions as well as group sessions?

Answer: Treatment would include group sessions or community based treatment. Please see Appendix B - Scope of Work and Technical Requirements, Section 2, Page 50 which states, Based upon the assessment results, for those referrals for whom treatment is deemed necessary, the assessor will either refer the individual to the TCU Mapping Enhanced Counseling (TMEC) group, or will provide direct referral and linkage to community based treatment on the primary criminogenic needs of client.

Section: Appendix B - Scope of Work and Technical Requirements

Paragraph number: 2

Page number: 50

Text of passage being questioned: "Based upon the assessment results, for those referrals for whom treatment is deemed necessary, the assessor will either refer the individual to the TCU Mapping Enhanced Counseling (TMEC) group, or will provide direct referral and linkage to community based treatment on the primary criminogenic needs of client."

Question 2: Does this mean that the awarded agency can refer clients to their organization for individual sessions if it is so identified as a need?

Answer: The selected Provider is not prohibited from referring clients to themselves. In the case where the assessment determines TMEC groups are clinically warranted they would be, in fact, doing so. Referrals to service provision should be assessment driven regardless of the Provider offering the services.

Section: Appendix B, #1

Paragraph number: 1

Page number: 50

Text of passage being questioned: “The selected Provider(s) will expect to conduct approximately 4,000 assessments statewide per year.”

Question 3: Is it possible to have more specific information regarding approximate number of assessments per site? This will help with staffing proposals.

Answer: The below Table includes actual assessments that have been completed for each location during the period of July 1, 2018 through December 31, 2018. Although this data represents a 6 month period, Providers shall assume similar data for the remaining 6 months of a year.

Location	Assessment Type	Quantity (Jul – Sep)	Quantity (Oct – Dec)
New Castle County Probation & Parole (Cherry Lane)	Risk Screening Assessment	162	189
	Comprehensive Intake Assessment	162	189
New Castle County Probation & Parole (Hare’s Corner)	Risk Screening Assessment	125	124
	Comprehensive Intake Assessment	125	124
Kent County Probation & Parole	Risk Screening Assessment	124	124
	Comprehensive Intake Assessment	124	124
Sussex County Probation & Parole	Risk Screening Assessment	136	131
	Comprehensive Intake Assessment	136	131

Section: V, 8.m

Paragraph number: 2

Page number: 22

Text of passage being questioned: “The State of Delaware will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).”

Question 4: Can the State share the milestones that the vendor is required to meet?

Answer: milestones include:

- Upon referral by DOC, schedule and complete all risk screening assessments within 10 business days
- Complete all comprehensive intake assessments within 1-3 weeks
- Schedule and complete all TCU Mapping Enhanced Counseling Groups
- Complete all required monthly and quarterly reporting

Section: Appendix B, #1

Paragraph number: 1

Page number: 50

Text of passage being questioned: “The selected Provider(s) will expect to conduct approximately 4,000 assessments statewide per year.”

Question 5: Can the Department clarify whether the expectation is for about 4,000 assessments per year or 4,000 screenings and assessments per year?

Answer: Screenings and assessments are included. Please see answer to Question 3 above.

Section: Appendix B, #1

Paragraph number: 1

Page number: 50

Text of passage being questioned: “The selected Provider(s) will expect to conduct approximately 4,000 assessments statewide per year.”

Question 6: Is it the Department’s expectation that every person referred will receive both a screening and full assessment or will only a certain subset of individual’s be administered the full assessment based on screening results?

Answer: In most cases due to the nature of the referral from a probation officer for the assessment, the majority who are screened will very likely be assessed. However, it is possible that someone who is screened may not be determined as in need of assessment. The key thing is that everyone who is referred by a PO is expected to be screened and/or assessed by the Provider. Furthermore, upon doing so the Provider is expected to either refer the probationer to in-house Mapping Enhanced Counseling groups OR refer to an outside Provider for higher level of care, more intensive behavioral health services. In some instances, the probationer may be expected to participate in both e.g. attend Mapping sessions while awaiting placement in IOP in the community. Key thing is that the service rendered for each probationer referred by an Officer should be assessment driven and tailored to the unique criminogenic needs of the probationer.

Section: Appendix B, #2

Paragraph number: 1

Page number: 50

Text of passage being questioned: “Individuals will receive a criminal justice behavioral health, risk screening assessment within 10 business days of the referral from a probation officer and a comprehensive criminal justice assessment to be completed between 1-3 weeks after admission.”

Question 7: Can the Department clarify what it means by “after admission”? Particularly, is this admission to a certain treatment program or is it simply the receipt of the referral?

Answer: "Admission" in this context means first point of contact with the probationer for a screening interview. The Provider has 10 business days from the date of referral from a probation officer to meet the probationer for a screening interview.

Section: Appendix C

Paragraph number: Tab 3

Page number: Tab 3

Text of passage being questioned: “Start-Up Costs (not included in annual operating budget)”

Question 8: Is the Department allowing for the inclusion of startup costs in excess of the allotted \$407,000?

Answer: No

Section: Appendix C

Paragraph number: Tab 1

Page number: Tab 1

Text of passage being questioned: “Budget”

Question 9: What will the budget reimbursement mechanism (i.e. cost reimbursement, per-diem, etc.) be for this contract?

Answer: Cost reimbursement

Section: Appendix B, #1

Paragraph number: 5

Page number: 49

Text of passage being questioned: “This contract is to provide group-based counseling, substance use disorder assessment, treatment, and referral through evidence-based approaches tailored to justice-involved clients under the supervision of Department of Correction Probation & Parole offices listed in Table 1 below.”

Question 10: Will client services (i.e. assessment and groups) take place at the P&P offices?

Answer: Yes

Section: Appendix B, #1

Paragraph number: 5

Page number: 49

Text of passage being questioned: “This contract is to provide group-based counseling, substance use disorder assessment, treatment, and referral through evidence-based approaches tailored to justice-involved clients under the supervision of Department of Correction Probation & Parole offices listed in Table 1 below.”

Question 11: Can the Department indicate the number of offices that will be allotted to the awarded vendor at each P&P location?

Answer: DOC will provide one office space at each P&P location (Cherry Lane, Hares Corner, Dover, and Georgetown).

Section: Appendix B, #1

Paragraph number: 5

Page number: 49

Text of passage being questioned: “This contract is to provide group-based counseling, substance use disorder assessment, treatment, and referral through evidence-based

approaches tailored to justice-involved clients under the supervision of Department of Correction Probation & Parole offices listed in Table 1 below.”

Question 12: Can the Department share the number of individuals it anticipates serving at each P&P office or which locations have the highest census?

Answer: NCC (Cherry Lane, Hare’s Corner) will have the highest census.

Section: II

Paragraph number: 2

Page number: 3

Text of passage being questioned: “DOC has budgeted \$407,000 per year for this contract.”

Question 13: Does the Department anticipate increased annual appropriations so that the vendor can provide annual raises?

Answer: No, salary increases or other employee retention strategies are the sole responsibility of the Provider.

General Questions

Question 14: I downloaded the "pricing" appendix and it is blank. Does that mean you want the bidder to fill in the cost or am I missing something? Sometimes RFPs come with an amount of award other times it is left up to the bidder to propose something fair and competitive

Answer: As per the RFP Page 53, Appendix C – Pricing is a separate document available at http://bidcondocs.delaware.gov/DOC/DOC_19053PpAssess_appC.xls. Vendors are required to complete Appendix C electronically and submit with their proposal response.